



NASA Procedural Requirements

NPR 3800.1

Effective Date: May 16, 2005

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2010**COMPLIANCE IS MANDATORY**[Printable Format \(PDF\)](#)

Subject: Employee Benefits

Responsible Office: Office of Human Capital Management

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Chapter 7. Operation of NASA Telework Programs

7.1. References

- 7.1.1. 5 U.S.C. 6120, Flexible and Compressed Work Schedules.
- 7.1.2. NPR 2810.1A, Security of Information Technology.
- 7.1.3. NPR 3430.1, NASA Employee Performance Communication System.

7.2. Responsibility

The NASA Center Directors and the Inspector General are responsible for establishing the following for their respective Centers in accordance with the appropriate references:

- a. Developing and implementing a telework program consistent with Federal laws, regulations, and Agency policy. Where appropriate, pilot programs may be conducted.
- b. Ensuring that all positions are reviewed to identify positions suited for teleworking.
- c. Ensuring that teleworkers utilize the same time and attendance rules as nonteleworkers.

7.3. Participation

The telework program provides workplace options for employees to facilitate work/family needs and commuting requirements. It is primarily a management option rather than an employee benefit and does not change the terms and conditions of appointment. Telework positions must include duties suitable to being performed away from the official duty station. Participation is voluntary and requires management approval. Accordingly, there is no employee entitlement to participate in teleworking.

7.4. Definition of Teleworking

Teleworking refers to any arrangement in which an employee regularly performs officially assigned duties at home or other approved work sites that are typically geographically convenient to the residence of the employee. Employees may participate in one of three telework programs.

7.4.1. Regular. Long-term work arrangements wherein the employee performs assigned duties at an alternate work site during the preestablished tour of duty. Typically, regular teleworkers will report to the official duty station at least 1 day a week. However, special telework agreements may be approved by a supervisor that does not include this requirement.

7.4.2. Nonregular or Episodic. Recognizing that some projects may be amenable to being performed at home or other alternate work sites rather than in an office setting, teleworking arrangements may be available for a short duration to complete all or discrete portions of a project.

7.4.3. Medical. Suitable when an employee has a health condition which limits his/her mobility or ability to perform at the regular workplace. Medical documentation must support the request and may be required to retain the telework status. The documentation should include the expected length of the medical condition.

7.5. Definition of Eligible Employees

Eligible employee means any satisfactorily performing employee of the Agency whose job may typically be performed at least 1 day per week away from the work site.

7.6. Position Descriptions and Performance Standards

Position descriptions do not require modification for participation in the telecommuting program. Supervisors will assess performance standards to determine whether changes, if any, are required.

7.7. Termination

Employees participating in the program may withdraw or be terminated by management from the telework program. Management and/or employees should provide sufficient notice (normally 1 week) to ensure adequate time to plan for return to a regular work environment and schedule. Reasons for withdrawing/termination may include such factors as not being able to fulfill or meet duties and responsibilities, not proving beneficial to the organization and/or the employee, need to transfer to a different position, or a loss of interest in the program. Any "Fails to Meet Expectations" performance rating on any element, as defined in NPR 3430.1, will immediately result in termination from the telework program.

7.8. Schedule Modifications

Management may modify, with advanced notification (normally 1 week), the employee's work schedule or location to accommodate workload demands or for other official purposes.

7.9. Records Management

Official records removed from the official duty stations for telework assignments remain the property of NASA, and any records generated from telework assignments become the property of NASA. Removal of Government records from the official duty station requires prior coordination with the supervisor. The removal of Privacy Act and other sensitive information for teleworking assignments requires supervisory approval. Off-site access to classified data is not permitted. Information that is sensitive or subject to the Privacy Act should be identified as such, and employees should be counseled on proper use and safeguarding of these documents.

7.10. Telecommunications and Equipment

7.10.1. Telephone. Centers will provide telephone credit cards or will reimburse an employee working on a teleworking assignment for business-related long distance and toll phone calls on their personal telephone. Employees will be required to certify that all usage of such services is for official Government business.

7.10.2. Agency-owned equipment. Agency-owned equipment may be used by employees in their private residences provided the equipment is available and is used only for authorized purposes. Strict adherence to supervisory requirements and property management regulations concerning the safeguarding and removal of all equipment is essential. Agency-owned computer equipment must be returned by teleworking employees, as necessary, for servicing by Agency-authorized technicians.

7.11. Workers Compensation

Teleworking employees are covered by the Federal Employees Compensation Act. On-the-job injuries must be brought to the immediate attention of the supervisor and are subject to investigation.

7.12. Reporting Requirements

Each Center must forward reports, as requested by the Office of Human Capital Management, for Agency consolidation and analysis consistent with OPM requirements. Based on the NASA Records Retention Schedule, these reports are to be destroyed when they are 2 years old.

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